



Personnel and Administrative Policy and Procedure

SUBJECT: Reporting of Improper Government Action	EFFECTIVE DATE: July 1, 2003 REVIEWED: August 11, 2012 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.46	CROSS REFERENCE:

Purpose: To convey proper reporting procedures should an employee become aware of improper government action.

Definitions:

Improper Government Action: Action taken by a City employee or official that occurs during the performance of their official duties and that is illegal, an abuse of authority, or substantial and specific danger to public health or safety, or a gross waste of public funds. It does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restoration, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining agreements or Personnel Policies and Procedures, alleged violations of labor agreements, or reprimands.

Retaliatory Action: Any adverse change in the terms and conditions of the employee's employment due to reporting an improper governmental action.

Objective: To ensure the City of Milwaukie maintains an ethical work place.

Scope: All employees.

Policy: Employees who become aware of improper governmental actions should report the matter to their own supervisor, and should specifically state the basis for the employee's belief that improper action has occurred. If the supervisor does not resolve the matter, or it is believed that the supervisor is involved in the issue, the employee should send a detailed, confidential memo to the Department Head, Human Resources Director, or the City Manager.

Procedures: The employee's supervisor, Department Head, HR Director, or the City Manager is obligated to promptly investigate the reported improper governmental action. The name of the employee reporting the action will remain confidential to the extent possible under the law. The employee placing the complaint may request a summary of the findings. Any personnel actions taken are confidential and will not be included in the summary.

Retaliation: If an employee makes a good faith effort to follow the procedures outlined above, he/she is protected from retaliatory action by this policy and under the law. If an employee believes that retaliatory action has been taken, they should report the change to their supervisor, Department Head, or the HR Director. If the complaint is not resolved within thirty (30) days, the employee may forward his/her complaint to the City Manager. The written complaint must state the retaliatory action taken, and the requested relief. The complaint will be investigated and responded to within thirty (30) days.